

American Baptist Women's Ministries

Applications for National Positions

An Overview of the Organization and Nomination Process

American Baptist Women's Ministries (ABWM) is a Christ-centered non-profit organization with a mission to encourage and empower women and girls to serve God and be leaders in their communities. Each national officer is an active member of the American Baptist Women's Ministries board. Nine nationally-elected officers serve 3-year terms and comprise the organization's executive committee, a committee of the national board. National officers are voting members of the board's executive committee, which meets semi-annually for an aggregate of 6 consecutive days in June/July and October. These meetings may occur in person or by video conferencing. The executive committee also meets at other times as needed. National officers are also voting members of the organization's national board, which meets annually for three days (June/July). Each officer has a distinct position description of responsibilities and works within the context of a team of board members. Each officer should be passionate about ABWM and make ABWM a priority during their 3-year term.

AB GIRLS, a ministry of American Baptist Women's Ministries, seeks qualified adult women to serve 3-year terms on its national leadership team (NLT) to resource leaders of girls' ministries and develop programming for girls in congregations of the American Baptist Churches USA. One adult woman serves on the NLT in addition to four youth selected by the NLT, plus one staff person. The NLT meetings generally occur in mid-winter and in the fall (4-day meetings). The NLT also provides leadership at a national gathering for girls, typically in July, lasting for 5-6 days, or in a regional gathering that will last 5-6 days, most likely in the spring or fall.

Women interested in volunteering their gifts and skills by serving as a national officer for AB Women's Ministries or as an adult leader on the AB GIRLS NLT are encouraged to complete the attached application form, which will remain on file for consideration annually for up to three years. AB Women's Ministries' nominating committee considers eligible women for national officer positions from the application forms on file. (For those interested in being part of the young adult women's ministries advisory team, there is a separate application and process for that team. Please see www.abwomensministries.org/resourceDetails.aspx?resourceDetailId=1480 for more information.)

This organization benefits from the leadership of volunteers who are committed to the mission and purpose of American Baptist Women's Ministries and understand the structure of American Baptist Churches USA. Each officer must be an active member of an American Baptist Church USA and have expertise in needed areas, demonstrate teamwork, build consensus, develop resources, and support the ministry through annual financial contributions and fundraising to support the organization's mission.

American Baptist
Women's
MINISTRIES

American Baptist Women's Ministries
1075 First Ave STE C-210
King of Prussia, PA 19406
www.abwomensministries.org



Application Form
for national officer positions in American Baptist Women's Ministries
and adult positions on the National Leadership Team of AB GIRLS (NLT)

American Baptist Women's Ministries is committed to a policy of inclusiveness that reflects the diversity of membership of the American Baptist Churches USA. All applications and references must be submitted by October 1.

PART 1: Please type or print neatly. Your completed application speaks for you and represents you when you cannot.

Today's Date: _____

Name: _____ Date of Birth: _____
(title) (first and last name) (month, day, year)

Address: _____ E-Mail: _____

City: _____ State: _____ Zip+4: _____

Phone: Home: () Cell: () Work: ()

ABC Church Membership: _____ City & Region: _____

I am interested in serving . . . (check one or both):

☐ as a national officer of American Baptist Women's Ministries

☐ as an adult leader on the AB GIRLS National Leadership Team ("NLT")

If you are applying for a position on the AB GIRLS National Leadership Team ("NLT"), a background check is required for all adult members serving on the NLT. Please sign here to indicate your willingness to have a background check performed if you are offered a position on the NLT:

Will you be available to serve within the next three years? _____

Are you committed to another board at this time or within the next 24 months?

PART 2: Please respond to the following questions, using no more than 3 additional pages total. Be specific in your answers; your responses will help the nominating committee select the most qualified women for the positions that are available.

1. Briefly tell us about your faith journey.
2. What types of volunteer service have been the most rewarding experiences for you?
3. Think of a project in which you've been involved that excited you. What elements of that project led to your excitement? What aspects of the project did you lead?
4. Tell us about your skills and expertise gained from education, profession, volunteer service, etc. Please include educational degrees, certifications, or other educational experiences that might assist the nominating committee in understanding your qualifications for serving in a national position of leadership. Please attach your professional and/or volunteer resume.
5. What do you see as your three strongest gifts/talents/skills that you would like to use in serving God through ministries with women and/or girls?

6. In what areas of your life have people affirmed you?
7. What do you *not* enjoy doing?
8. What other things do you feel we should know about you?
9. List your past and current work and/or volunteer experience with women and/or girls.
10. Describe your involvement in American Baptist Women's Ministries (or AB GIRLS).
11. Please share fundraising and/or grant writing experience.

PART 3: Rate your computer skill levels with #1 being "very comfortable" and #2 being "comfortable" and #3 being "not comfortable".

Using the Internet (searching sites, finding information) - #_____
 Using Email - #_____
 Word Processing - #_____
 Excel - #_____
 Presentations (PowerPoint) - #_____
 Social media - #_____
 Online meeting formats (i.e. Skype, GoToMeeting, ZOOM) - #_____
 Social media use: (FaceBook, Instagram, Snapchat) - #_____

PART 4: Please attach your resume that includes volunteer and employment experiences.

PART 5: List the names, addresses, phone numbers, and e-mails of three persons you have asked to complete reference forms. Be sure to complete the top portion of the reference form prior to giving it to your references to complete and return to the office.

- 1.
- 2.
- 3.

RETURN COMPLETED INFORMATION BY EMAIL TO: info@abwomensministries.org
OR BY MAIL TO no later than October 1:

American Baptist Women's Ministries
 1075 First Ave STE C-2120
 King of Prussia, PA 19406

This information will remain on file for consideration by the organization's annual nominating committee for three years, unless you direct otherwise.

DO NOT WRITE BELOW THIS LINE—FOR COMMITTEE USE ONLY

Contact Date: _____ Position: _____ Response: Y N

Contact Date: _____ Position: _____ Response: Y N

Remarks:



Reference Form

For National Officer Positions in American Baptist Women's Ministries

American Baptist Women's Ministries is committed to a policy of inclusiveness that reflects the diversity of membership of the American Baptist Churches USA.

Please return the completed form to American Baptist Women's Ministries, 1075 First Ave STE C-210, King of Prussia, PA 19406 or info@abwomensministries.org.

Name of Applicant: _____

Address of Applicant: _____

The above named person is applying for the role of a national officer of American Baptist Women's Ministries. Please share your observations about her below:

In what context and when have you worked with the applicant?

Her communication skills (*writing and speaking*):

Her leadership skills (*strengths and growing edges*):

How she responds to diversity, differing opinions, conflict:

How she manages her responsibilities and working relationships: (*Does she stay in communication consistently? Does she follow through on commitments? Does she work well on a team?*)

How she displays her faith commitment in daily life:

Feel free to share any additional comments on the back of this form.

Signature: _____ Phone: (____) _____

Name: _____

Title/Position: _____

Address: _____

Email: _____